



**U.S. Department of Energy
Brookhaven Site Office**

Fiscal Year 2008 Annual Plan



**Office of
Science**

U.S. DEPARTMENT OF ENERGY

Approved By: *M. Holland* 9/10/07
Michael D. Holland, Site Manager

Brookhaven Site Office Fiscal Year 2008 Annual Plan

1. Office Mission

The Brookhaven Site Office (BHSO) supports the Office of Science (SC) mission to encourage and conduct forefront basic and applied research programs, which advance the science and technology foundations necessary to accomplish DOE missions.

More information on the BHSO mission and functions can be found at:

http://www.screstruct.doe.gov/implementation/pdfs/Brookhaven_9-9-2004.pdf

The BHSO Annual Plan serves as the primary document that articulates BHSO goals and objectives for FY 2008 to manage the Brookhaven National Laboratory (BNL) prime contract with Brookhaven Science Associates (BSA). It communicates BHSO contributions to the Department of Energy (DOE) and Office of Science (SC) mission, establishes performance commitments supporting DOE, SC, and BHSO priorities, and serves as a flow-down of individual performance expectations. The Plan also addresses BHSO resource utilizations for FY 2007, projected resources for FY 2008, and assessment priorities for FY 2008 through FY 2010.

2. Office Goals/Objectives/Measures

Performance Measures

The following tables provide high level performance objectives, measures and target completion schedules. The objectives are organized under five BHSO goals and, where relevant, tied to the goals set by the Office of Science Chief Operating Officer in the FY08 Annual Performance Plan guidance. The designator Site Manager (SM), Business Management Division (BMD), Operations Management Division (OMD), Project Management Division (PMD) indicates responsibility among the four BHSO divisions.

Manage & Improve BHSO Operations and Processes

Objective	Measure	Target	Owner	COO Goal
Manage Site Office Program Direction Budget	Develop PD budget request for FY10	2 nd Quarter	BMD	1.c
	Execute FY08 SCPD budget for BHSO program direction.	Monthly	BMD	1.c
Execute internal divisional improvements in key BHSO operations	Perform a self assessment of the PEMP process and develop a Corrective Action Plan	2 nd Quarter	SM	5
	Enhance BHSO Operational Awareness and processes management through expansion and integration of BHSO databases for data collection & analysis and for tracking commitments, actions and issues to closure.	4 th Quarter	SM	1.d
	Improve documentation of BHSO annual and mid-year self-assessments and tracking of self-assessment actions.	4 th Quarter	SM	1
	Implement Assessment Program improvements included in OMD's FY07 Self-assessment Corrective Action Plan	4 th Quarter	OMD	1.d
	Increase Facility Representative (FR) field time performance to meet the DOE FR standard goal	4 th Quarter	OMD	1
	Identify and incorporate topical self-assessments into BHSO assessment program.	1 st Quarter	OMD	1.d
Improve performance feedback to contractor	Fully implement BHSO participation in automated contractor feedback system to enhance real time documentation of contractor PEMP and management system performance.	3 rd Quarter	SM	4.a

Enhance BHSO & SC Lessons Learned Programs	Meet with SC and other site office managers to share best practices	Annual	SM	1, 4.b, 5.c
Support SCMS implementation	Evaluate BHSO procedures and processes to ensure alignment with SCMS requirements to be issued in FY08	4 th Quarter	SM	1.a., 4.a
	Conduct training on SCMS implemented documents	3 rd Quarter	SM	1.a.
	Continue to support SCMS development activities	Ongoing	BMD/OMD	1.a.

Strategic Management of Human Capital

Objective	Measure	Target	Owner	COO Goal
Fill BHSO vacancies with qualified staff	Update BHSO staffing needs as part of SC COO annual staffing analysis	4 th Quarter	SM	1.b
	Staff NSLS-II Project Office at BHSO	2 nd Quarter	PMD	
	Fill Health Physics and Construction Safety positions	2 nd Quarter	OMD	
	Fill Business Intern position	2 nd Quarter	BMD	
Develop staff and provide opportunities for advancement and succession planning	Develop an annual site office training plan	3 rd Quarter	SM	1.g
	Mentor staff in developmental positions	Ongoing	SM	
Complete/Maintain staff technical qualifications	Implement technical SME/SMA qualification program	2 nd Quarter	OMD	1. g
	Complete Qualification of new FRs and meet requalification requirements.	2 nd Quarter	OMD	1.g
	Maintain Contracting Officer certification of BMD Contracting staff	Annually	BMD	
	Maintain appropriate PMCDP certification levels	Annually	PMD	

Contract Management & Federal Stewardship

Objective	Measure	Target	Owner	COO Goal
Ensure BNL budget is appropriately developed, executed and monitored.	Conduct Bimonthly budget meetings to assess the status of the lab budget	Bimonthly	BMD	2. b
Complete Performance Based Management (PBM) cycle for BSA contract	Complete FY-07 contract performance evaluation	2 nd Quarter	SM	2.c, 5.a
	Monitor FY-08 contract performance	Ongoing	SM	5.a
	Provide Contractor with formal feedback reports for FY 2008 performance	Three Times during Fiscal Year	SM	5.a
	Develop FY-09 contract performance expectations	4 th Quarter	SM	5.b
Understand and control the cost of doing business	Ensure a valid M&O Baseline is established for BNL	2 nd Quarter	BMD/PMD	2. b
	Evaluate contractor actions against performance measures to meet SC goal of "reducing the cost of doing business at the Laboratories"	Three times during Fiscal Year	BMD/PMD	2. b, 5.a
Support BNL Prime Contract Extension and Competition Process	Manage Extend/Compete and support development of an RFP	2 nd Quarter	BMD	4
Support the goals of Executive Order 13432 and TEAM	Support the Secretary's energy initiatives (TEAM) through the engagement of an Energy Savings Contractor	As appropriate	BMD/PMD	4. c
Continue "Sense of Laboratory" Activities	Maintain program office relationships and ensure BHSO representation at on-site program reviews and program conference calls	Ongoing	BMD	4

Perform risk-based DOE Oversight	Meet BHSO FY08 risk-based Integrated Assessment Schedule (IAS)	As scheduled	SM	2.c
	Develop risk-based FY09-11 IAS based on laboratory performance and DOE requirements	4 th Quarter	SM	2.c
	Maintain senior BHSO and BSA management face-to-face discussions of key Laboratory issues, activities and events; Frequent exchange of information with Lab Director and key Senior staff	Twice-Weekly	SM	2. c, 4
	Maintain awareness and track BSA progress towards addressing OMB A-123 (financial systems assurance) requirements.	Quarterly	BMD	2.c
	Maintain awareness and track BSA progress towards addressing identified 10CFR 851 gaps.	Ongoing	OMD	2.c

Successful Project Execution

Objective	Measure	Target	Owner	COO Goal
Invest in Laboratory Infrastructure	Complete Conceptual Design and Acquisition Strategy for the Interdisciplinary Science Building (ISB-I)	4 th Quarter	PMD	2.a
	Obtain CD-2 for Project Lab Renovations	4 th Quarter	PMD	2.a
	Support the GPP to IGPP interface for FY09	Ongoing	BMD/PMD	2.a, 2.b
Plan and Manage projects for future Laboratory science improvements	Manage JPSI Project to WFO and PM Order requirements; Obtain CD-0	Ongoing	PMD	
	Support planning for RHIC-II	Ongoing	PMD	
Oversee and manage the NSLS-II Project	Review and approve NSLS II procurement packages and conduct appropriate oversight	As per baseline	PMD	
	Support project review in preparation of CD-2 and CD-3	1 st Quarter & 4 th Quarter	PMD	
	Obtain CD-2 approval	2 nd Quarter	PMD	
Oversee and manage the CFN Project	Monitor project per cost scope and schedules	As per baseline	PMD	
	Prepare for and successfully complete project reviews	As per baseline	PMD	
	Obtain CD-4b	2 nd Quarter	PMD	
Facilitate the success of the EM Project	Develop/finalize MOAs for EM Project Work	2 nd Quarter	SM	4

Facilitate Laboratory Success

Objective	Measure	Target	Owner	COO Goal
Foster Laboratory relationship with industry, educational institutions and other Federal Agencies	Manage BHSO delegated Work for Others responsibilities	Meet or exceed SC and Agency performance expectations	BMD	4
Manage LDRD Program Federal Responsibilities	Monitor ongoing projects; Participate in SC Annual Review and approve BSA proposed projects	Ongoing	BMD	4
Support Stakeholder Involvement	Maintain dialogue with stakeholders about BNL science and technology, reactor decommissioning projects, environmental stewardship, and other activities and programs of public interest	Ongoing	SM	4
	Conduct corporate-level communications and public engagement activities for the Nanoscale Science Research Centers in support of the Office of Science	Ongoing	SM	4

3. Resource Requirements

KX – Office of Science Budget

Resource	Actual FY 2007	Congressional Request FY 2008	BHSO Revised FY 2008 Request	Comments
Federal FTEs	25	27	28	
Support Service FTEs	3	3	3	
Salaries & Benefits	\$3,276,000.00	\$3,771,000.00	\$3,994,000.00	
Travel	80,000.00	62,000.00	80,000.00	
Training	3,000.00	20,000.00	25,000.00	
Support Services	100,000.00	160,000.00	370,000.00	
Operations	79,000.00	221,000.00	220,000.00	
Total Funding Required	\$3,538,000.00	\$4,234,000.00	\$4,689,000.00	

EW – Environmental Management Budget

Resource	Actual FY 2007	Projected FY 2008	Comments
Federal FTEs (EMCBC)	6	7	
Support Service FTEs	2.5	3	
Salaries & Benefits	391,506.00	N/A	
Travel	30,000.00	N/A	
Training	20,000.00	N/A	
Support Services	\$804,280.00		
Operations	100,000.00		
Total Funding Required	\$1,161,506.00		

PS – Radiological Assistance Program Budget (Supported Directly By HQ-NNSA)

Resource	Actual FY 2007	Projected FY 2008	Comments
Federal FTEs	1	1	
Support Service FTEs	0	0	
Salaries & Benefits	0	0	
Travel	0	0	
Training	0	0	
Support Services	0	0	
Operations	0	0	
Total Funding Required	0	0	

4. Human Capital

Site Office Functions	Actual FY 2007 FTEs	Projected FY2008 FTEs	Projected FY2009 FTE	Projected FY 2010-13 FTEs
1. Management Team (should include Manager, Deputy and all SO administrative staff)	3 (+3 SSC)	3 (+3 SSC)	3 (+3 SSC)	3 (+3 SSC)
2. Business and Contracts	7	8	9	9
3. Programs and Projects	5	6	8 (+1 SSC)	8 (+1 SSC)
4. ES&H	10	11	11	11

*SSC: Support Service Contractor (Administrative Support & Project Technical Support)

5. SC Integrated Assessment Schedule/Plan

The BHSO 3-year assessment schedule has been entered into SMART. To view them please go to: <https://chip.ch.doe.gov/smart>

Assessments have been planned for ES&H, Projects, and Business functions. The schedule includes self-assessments of BHSO functions and assessments of the M&O contractor. In determining the schedule, consideration was given to include required (driven by a DOE Order) and risk-prioritized reviews of contractor programs based on results of previous year operational awareness activities. The assessment plan was created to address the greatest oversight needs at BNL within the available SC resources. The Integrated Support Center is being used to the greatest extent possible to staff assessment teams and implement BHSO's oversight program.

Based on BHSO operational awareness activities and DOE requirements, in FY2008 BHSO continues to perform annual assessments of BSA's Electrical Safety practices, Integrated Safety Management, the Emergency Management program, and selected Quality Assurance and Radiological Protection program elements. In the business areas annual assessments of BSA's Financial, Procurement, Property, Human Resources, and Work for Others systems will be conducted in FY2008. The FY2008 schedule also includes reviews of the BSA Employee Concern Program, environmental impacts, and selected industrial hygiene areas.

Self-Assessments are performed by each division annually and feed into the BHSO Annual Assessment Report. In addition to the annual self-assessment, topical self-assessments are planned for FY2008 in several areas including the PEMP process, BHSO Employee Concern Program, emergency planning and response, database use, and the BHSO training program.